

**BY ORDER OF THE COMMANDER
446TH AIRLIFT WING**

**446TH AIRLIFT WING INSTRUCTION
36-2833**



29 OCTOBER 2015

Personnel

SAFETY AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Barbara J. Henson)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program* and Air Force Instruction (AFI) 36-2833, *Safety Awards*. It establishes procedures for identifying and recognizing those individuals and units who promote and emphasize safety within the 446 Airlift Wing (446 AW). It applies to all personnel, civilian and military, assigned to the 446 AW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, *Recommendation for Change of Publication*; route AF Form's 847 from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Objective: Safety awards are designed to honor and recognize individuals and units for contributing to safety and preventing mishaps through either sustained superior performance or a one-time act. The safety awards program is designed to recognize our model safety awareness performers and encourage others to emulate their example on a Fiscal Year basis. Additionally, the safety awards program identifies wing-level nominees for higher headquarters awards.

2. Responsibilities:

2.1. The Chief, 446 Airlift Wing Safety (446 AW/SE), is responsible for Safety Awards program management.

2.2. All Safety Awards should be presented by the 446 Airlift Wing Commander (446 AW/CC) or designated representative.

3. Nominating Procedures:

3.1. All individuals assigned to the 446 AW are eligible for the awards to include military and/or civilians.

3.2. Nominations for the awards can be made by anyone; however, Commanders, Supervisors, and Unit Safety Representatives (USR) are encouraged to play an active part in the nomination process. Nominations will be forwarded to the 446 Airlift Wing Safety Office (446 AW/SE). All awards are selected and presented on an annual basis and nominations are due to the 446 AW/SE SAFETY OFFICE ORG 446AW.SE@us.af.mil NLT 15 September.

3.3. Award nominations must be supported by clear, concise, and pertinent facts reflected in a brief summary describing the individual's achievements during the current year's award period. If there are multiple individual or unit nominees, a separate nomination package for each is required. Please use the Safety Awards Nomination Form attached to this publication or on the 446 AW/SE SharePoint at <https://eim.amc.af.mil/org/446sc/default.aspx>

3.4. The 446 AW/SE staff is comprised of representatives from the appropriate discipline (Flight, Occupational , Weapons, and Risk Management).

3.5. Once the nomination deadline has passed, the 446 AW/SE staff will review and validate the nominations. The safety award recipients will be selected by the Chief, Wing Safety.

4. Categories of Safety Awards:

4.1. **Occupational Safety Award.** This award recognizes the person, selected from safety nominees, who most significantly contributed to occupational safety. Occupational Safety Award nominees are proposed by the USR, or their peers, for the indicated fiscal year.

4.2. **Weapons Safety Award.** This award recognizes the person, selected from safety nominees, who most significantly contributed to weapons safety, by developing a program, utilizing a skill that prevented or reduced risk of injury/death or damage, contributing to the resolution of a difficult safety hazard, or any other significant contribution to weapons safety. Weapons Safety Award nominees are proposed by the USR, or their peers, for the indicated fiscal year.

4.3. **Flight Safety Award.** This award that recognizes a safe act, other than those contained in Air Force written procedures, that prevented injury to personnel, damage to equipment or ideas that result in programs, policies or procedural change promoting flight safety. Flight Safety Award nominees are proposed by the USR, or their peers, for the indicated fiscal year.

4.4. **Unit Safety Representative Award.** This award is determined by the 446 AW/SE staff for recognized sustained superior performance in meeting safety program criteria above and beyond the normal program requirements at unit level, for the indicated fiscal year.

4.5. ***Safety Innovation Award.*** This award recognizes individual or group contributions to general safety awareness, which enhance safety mishap prevention through various methods. Award nominees are proposed by the USR, or their peers, for the indicated fiscal year.

4.6. ***Risk Management Award.*** This award recognizes the individual who contributed the most towards cultural change toward utilizing risk management concepts before and during activities. The individual strives to identify risks in everyday operations and unique operations and encourages mitigation at the lowest level. Evidence of exemplary resource management awareness and accomplishments should be submitted by the USR, or their peers, for the indicated fiscal year.

4.7. ***Spot Inspection Award.*** This award recognizes the individual who uses good safety habits even when they may think nobody is looking. A safety coin will be awarded to individuals viewed by members of the 446AW/SE staff showing emphasis on safety and/or risk management in the performance of their duties.

4.8. ***Individual Flying-Hour Milestone Award.*** This award recognizes individuals reaching a significant number of mishap-free military flying hours. Eligibility includes Air Force Reserve Command (AFRC) and Air Mobility Command (AMC)-gained aircrew members and includes all military flying hours, including student time. Milestones are: 1,500 hours, 2,500 hours, 3,500 hours, 5,000 hours, 6,500 hours, 7,500 hours, 8,000 hours, 10,000 hours, 12,500 hours, 15,000, and 20,000 hours.

4.8.1. Below 10,000 hours, Milestone Award certificates will be prepared by the squadron and presentation of certificate is at the discretion of the Squadron/CC.

4.8.2. At 10,000 hours and above, 446 AW/SE will prepare the certificate to be presented. Presentation to the recipient is at the discretion of the Wing/CC.

4.8.3. Squadrons will verify the recipient's flight record to confirm the milestone and submit a Safety Award Nomination Form to the 446 AW/SEF. Individual Flying-Hour Milestone Award nominees are proposed by the USR and certified by 446AW/SEF.

5. Higher Headquarter Awards Guidance: AFRC and AMC safety awards guidance can be found at the "Awards Guidance" link on the 446th Airlift Wing Safety SharePoint.

SCOTT L. MCLAUGHLIN, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Program*, 1 August 1997

AFI 36-2833, *Safety Awards*, 20 September 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

446AW Safety Awards Nomination Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFPD —Air Force Policy Directive

AFI —Air Force Instruction

AFMAN —Air Force Manual

AFRC —Air Force Reserve Command

AFRIMS —Air Force Records Information Management System

AW —Airlift Wing

CC— Commander

MAJCOM —Major Command

OPR —Office of Primary Responsibility

POC —Point of Contact

RDS —Records Disposition System

SE —Safety Office

SEF —Flying Safety Officer

USR —Unit Safety Representative

446 AW SAETY AWARDS **NOMINATION FORM**

FROM:

1. Nomination Category:_____

2. Individual/Unit Nominated:

Organization

3. Summary of justification. Please include specific details, timeframe, military/community involvement in bullet format. The more information provided, the better the quality of award that can be given. Note: The guidelines provided in this format are merely suggested areas for consideration. Further justification will increase each nominee's chances for selection.

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(**) Please email completed forms to 446AW.SE@us.af.mil or fax form to DSN: 382-1474.**